



## **Executive Administrator (Full- time)**

The Gathering Place (TGP), a Cleveland-based not for profit, is a caring community that supports, educates and empowers individuals and families touched by cancer. All programs are delivered free of charge through the generosity of donors and supporters.

The Executive Administrator is responsible for providing support across a broad spectrum of functions under the direction of the Chief Executive Officer.

### **Duties & Responsibilities**

The Executive Administrator is a critical role within TGP and is responsible for interacting with all parts of the organization—Board, staff, volunteers and donors. This role provides expert administrative support to the CEO and Leadership team including:

- Scheduling of meetings, travel, and reservations
- Answering phones and greeting visitors
- Addressing requests, feedback, and queries quickly and professionally
- Preparing and producing professional-quality PowerPoint presentations and other documents for Board and Committee meetings
- Taking meeting minutes of select meetings, draft follow-up correspondence, and accurately enter notes and distribute
- Handling correspondence
- Developing and implementing an efficient documentation and filing system for both paper and electronic records
- Planning and organizing special events
- Demonstrating discretion with sensitive and confidential information
- Compiling and updating requested reports using proprietary database software.
- Maintaining an organization-wide calendar of all events, meetings, holidays, and vacations
- Must be willing to learn and master internal software systems
- Conducting additional responsibilities, as requested

**Qualifications:**

- Minimum 3 years' experience in similar role
- Bachelor's degree preferred
- Experience working in the nonprofit sector preferred
- Exceptional technical knowledge including Microsoft 365 Program Suite, Excel, Teams, Zoom, Smartboard, PowerPoint and ability to learn proprietary software packages
- Strong interpersonal skills, including written and oral communication skills
- Ability to work independently
- Strong organizational skills – able to manage CEO's time and office
- Ability to make in-the-moment shifts
- Positive attitude and a great sense of humor preferred
- Demonstrated trust, integrity and decision-making skills that support the CEO in accomplishing TGP's goals and objectives

**Benefits:**

- Health insurance and health savings account
- 403b Retirement Plan
- Other benefit offerings, including AFLAC supplemental insurance
- Paid time off

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**Please submit resumes to**

[seyranian@touchedbycancer.org](mailto:seyranian@touchedbycancer.org)

**Deadline for application is July 28, 2023.**